

Quality Enhancement Support Scheme

Progress Report

Project No. : T02/QESS/2015

Reporting Period : From 03/17 (month/year) to 08/17 (month/year)

Part A

Project Title : Development of Effective Pedagogical Practices and a Cross-institutional Online Sharing Platform for Hong Kong's Vocational Education and Training (VET)

Name of Grantee : Vocational Training Council (VTC) (Principal Grantee)
The Open University of Hong Kong (OUHK) (Joint Grantee)
Caritas Institute of Higher Education (CIHE) (Joint Grantee)
Caritas Bianchi College of Careers (CBCC) (Joint Grantee)

Project Period : From 09/15 (month/year) to 08/18 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person: 

Name of Authorised Person : Ir Dr CHAN Wan Ching, Lawrence
Executive Vice President,
Technological and Higher Education
Position of Authorised Person : Institute of Hong Kong, VTC

Date : 28/8/2017



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* A separate written application should be submitted to the Grantor for prior written approval.

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
A. Project Management		
<i>- Project Committee Meeting, Central Project Team Meeting and Task Force on Training Programme Development Meeting</i>		
Mar to Aug 2017 VTC	The Project Committee Meeting was held on 22 Mar 2017. <i>(Please refer to Appendix I for the notes of the meeting.)</i> Five Central Project Team (CPT) meetings were held during the reporting period. <i>(Please refer to Appendix II for the notes of meetings.)</i>	VTC, OUHK, CIHE & CBCC
5 May 2017 VTC	A Task Force on Training Programme Development meeting was held. <i>(Please refer to Appendix III for the notes of meeting.)</i>	
22 Aug 2017 CIHE & CBCC	A joint meeting of Local Project Teams (LPTs) of CIHE and CBCC was held for following up the content development of modules “Housekeeping Operations” and “Principles of Food and Beverages”.	CIHE & CBCC
<i>- Fund Handling and Grant Distribution</i>		
May 2017	VTC received the 4 th payment of the Project Grant (\$2,797,451) from the Education Bureau (EDB).	VTC & EDB
Jun 2017	VTC released a sum of \$2,146,253, \$116,971 and \$19,726 from the Project Grant to the OUHK, CIHE and CBCC respectively.	VTC, OUHK, CIHE & CBCC
<i>- Conduct of First Interim Project Evaluation Exercise</i>		
Mar to Aug 2017 VTC	The first interim Project evaluation exercise for the period from Sep 2015 to Aug 2016 was completed. The Summary of Project Evaluation Results was consolidated with follow-up actions taken by the respective Teams and the partner institutions. <i>(Please refer to Appendix IV for the Follow-up Actions Taken for the First Interim Evaluation.)</i>	VTC, OUHK, CIHE & CBCC

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
B. Promotion of Project		
Mar to Aug 2017	Around 2,000 sets of info kits were distributed to the participants of the training programmes offered by the Task Force on Training Programme Development as well as other local and overseas academic conferences.	VTC with the support from CPT & Task Force on Training Programme Development
Apr 2017	Additional “share” icons were added to the Project website with an aim to improve its overall hit rate. <i>(Please refer to Appendix V for the screen capture of the display of the “share” icons on the website.)</i>	VTC
May 2017	The production of the card USB flash drive was completed. Around 1,200 pieces were distributed at local and overseas academic conferences for Project promotion. <i>(Please refer to Appendix VI for the design of the card USB flash drive.)</i>	VTC with the support from CPT
Jun 2017	A Project logo was designed for future publicity use of the Project. <i>(Please refer to Appendix VII for the design of the Project logo.)</i>	VTC with the support from CPT
C. Project Website		
- Finalisation of Layout and Programming for “VPETCity”		
Mar 2017	Data migration from the old, static Project website was completed. The Project website was updated with latest information and improvement on layout. <i>(Please refer to Appendix VIII for the screen captures of the new website layout.)</i>	VTC
Jun 2017	Customisation on functionalities and layout of the online learning and teaching platform, which is a Moodle Platform accessible by logging in the Project website “VPETCity”, was finalised. <i>(Please refer to Appendix IX for the screen captures of the Moodle Platform with new colour scheme and setting.)</i>	VTC

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
- <i>Pilot Test of "VPETCity"</i>		
Apr to Jun 2017	Student accounts were created and distributed to content writers of the modules for collecting feedback from both teaching staff and students on seven developed prototypes, including "Applied Statistical Analysis for Business", "Dispensing Practice", "Facilities Management", "Front Office Operations", "Meat Hygiene and Food Inspection", "Personal Financial Management", "Quality Management" and "Wine and Spirits Studies". Verbal feedback was collected for further improvement. <i>(Please refer to Appendix X for the sample email invitation for module feedback and summary of verbal feedback.)</i>	VTC & OUHK
- <i>Development of Mobile Application for System Integration of the Learning Materials and Functional Components</i>		
Aug 2017	Proof of concept for presenting EPUB-formatted teaching and learning packages (TLPs) was completed with success. The conversion of TLPs from the online learning and teaching platform (the Moodle Platform) to EPUB format was underway. Recruitment of student helpers to speed up the conversion process was in progress. <i>(Please refer to Appendix XI for the screen captures of the samples of TLPs conversion to EPUB format.)</i>	VTC

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
D. Conduct of Continuing Professional Development Programmes, and Workshops on Mentoring and Co-teaching Covering Innovative Pedagogies to Support Students, Teachers and Workplace Mentors		
- <i>Continuing Professional Development Programmes Held during the Reporting Period</i>		
	<p>The following continuing professional development programmes were conducted for vocational and professional education and training (VPET) academic and teaching staff, workplace mentors and VPET stakeholders: <i>(Please refer to Appendix XII for the relevant reports.)</i></p> <ul style="list-style-type: none"> <li data-bbox="108 875 1217 981">20 & 29 Mar 2017 VTC - Two identical workshops on Supporting Students in Placement with Coaching Skills <li data-bbox="108 1016 1217 1122">21 Apr 2017 CIHE & CBCC - Workshop on Alignment of Teaching and Assessment with Intended Learning Outcomes <li data-bbox="108 1158 1217 1263">26 & 29 May 2017 VTC - Two identical workshops on Enhancing Soft Skills of Students/Mentees in the Workplace <li data-bbox="108 1299 1217 1404">15 Jun 2017 CIHE & CBCC - Workshop on Maximising Support to Students to Overcome Stress in Industrial Attachment <li data-bbox="108 1440 1217 1545">19 Jun 2017 VTC - The Learning and Teaching Colloquium – Reconsidering Vocational and Professional Education and Training (VPET): Visions and Inspirations <li data-bbox="108 1581 1217 1686">19 & 24 Jul 2017 VTC - Two identical workshops on Effective Mentorship with Personal Dimensions® <li data-bbox="108 1722 1217 1827">19 & 21 Jul 2017 VTC - Two identical workshops on Outcome-based Teaching and Learning (OBTL) Approach in Vocational and Professional Education and Training (VPET) <i>[Re-run]</i> <li data-bbox="108 1863 1217 1968">21 & 24 Jul 2017 VTC - Two identical workshops on Using Technologies to Enhance Learning and Teaching <i>[Re-run]</i> 	<p>Task Force on Training Programme Development</p> <p>20 & 29 participants respectively</p> <p>36 participants</p> <p>29 & 28 participants respectively</p> <p>58 participants</p> <p>82 participants No. of viewers during live broadcast: 153</p> <p>28 & 26 participants respectively</p> <p>32 & 31 participants respectively</p> <p>27 & 24 participants respectively</p>

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E. Development of the Mentoring Guides																																									
Aug 2017	The development of mentoring guides was in good progress. The draft of the mentoring guides with four selected topics, namely “Notion of Workplace Mentoring”, “Mentoring Process”, “Tips for Successful Workplace Mentoring” and “Ending the Mentoring Relationship” were completed. <i>(Please refer to Appendix XIII for the design of the mentoring guides.)</i>	VTC																																							
F. Development of Teaching and Learning Packages (TLPs)																																									
- <i>Completion of Half of the Contents (Equivalent to Six Study Weeks) of TLPs for Nine Trade-specific Modules, including Contents and Learning Materials Related to Workplace Training</i>																																									
Mar to Aug 2017	<p>The thirteen trade-specific modules are listed below with half of the contents of TLPs (equivalent to six study weeks) for nine trade-specific modules (No. 1-9) were completed.</p> <table border="1" data-bbox="316 1077 1203 1630"> <thead> <tr> <th>No.</th> <th>Selected trade-specific module</th> <th>Completed study weeks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Applied Statistical Analysis for Business</td> <td>1, 2, 3, 4, 5, 12</td> </tr> <tr> <td>2</td> <td>Dispensing Practice</td> <td>1, 7, 9, 10, 11,12</td> </tr> <tr> <td>3</td> <td>Facilities Management</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>4</td> <td>Front Office Operations</td> <td>2, 3, 8, 9, 10, 12</td> </tr> <tr> <td>5</td> <td>Meat Hygiene and Food Inspection</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>6</td> <td>Negotiation and Conflicts Resolution</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>7</td> <td>Personal Financial Management</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>8</td> <td>Quality Management</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>9</td> <td>Wine and Spirits Studies</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>10</td> <td>Functional Movement Science</td> <td rowspan="4">Content being developed</td> </tr> <tr> <td>11</td> <td>Housekeeping Operations</td> </tr> <tr> <td>12</td> <td>Management of the Property Environment</td> </tr> <tr> <td>13</td> <td>Principles of Food and Beverages</td> </tr> </tbody> </table>	No.	Selected trade-specific module	Completed study weeks	1	Applied Statistical Analysis for Business	1, 2, 3, 4, 5, 12	2	Dispensing Practice	1, 7, 9, 10, 11,12	3	Facilities Management	1, 2, 3, 4, 5, 6	4	Front Office Operations	2, 3, 8, 9, 10, 12	5	Meat Hygiene and Food Inspection	1, 2, 3, 4, 5, 6	6	Negotiation and Conflicts Resolution	1, 2, 3, 4, 5, 6	7	Personal Financial Management	1, 2, 3, 4, 5, 6	8	Quality Management	1, 2, 3, 4, 5, 6	9	Wine and Spirits Studies	1, 2, 3, 4, 5, 6	10	Functional Movement Science	Content being developed	11	Housekeeping Operations	12	Management of the Property Environment	13	Principles of Food and Beverages	OUHK Module Development Teams
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- <i>Development of Learning Materials including Multimedia Components</i>																																									
Mar to Aug 2017	<p>The learning materials including instructional texts and different online activities were developed for half of the contents (six study weeks) of nine modules. Multimedia components were also designed and developed to aid the learning and teaching of these modules.</p> <p>The development of learning materials including multimedia components for the rest of the modules are in good progress.</p>	OUHK Module Development Teams																																							

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<i>- Production of the Multimedia Components</i>		
Mar to Aug 2017	<p>Multimedia components including narrated PowerPoints, augmented realities (AR), videos with graphics / animations, and interactive online games and quizzes were designed, developed and produced for half of the contents (six study weeks) of nine modules.</p> <p>The production of the multimedia components for the rest of the modules are in good progress.</p>	OUHK Module Development Teams
<i>- Post-production of Multimedia Components</i>		
Mar to Aug 2017	<p>The post-production of multimedia components for half of the contents (six study weeks) of nine modules was completed. The post-production included technical enhancement of interactive activities and quizzes, responses / feedback, re-touching of photos, and editing of video and audio clips.</p>	OUHK Module Development Teams
<i>- Completion of Layout and Presentation for Each Module</i>		
Mar to Aug 2017	<p>The layout and presentation of each module in the learning and teaching platform (the Moodle Platform) were confirmed. Details of the layout / presentation are as follows:</p> <ul style="list-style-type: none"> ● Left column contains the table of contents, with headings and sub-headings in blue, while the main text is in black. ● A breadcrumb trail is included on the page for user navigation. ● Forward and backward buttons are included to proceed to the next section, or go back to the previous section. ● Each module is presented in study weeks, and each week contains the relevant contents. Videos, where available, are displayed and listed. <p><i>(Please refer to Appendix XIV for the screen captures of the layout and presentation of a module in the Moodle Platform.)</i></p>	OUHK Module Development Teams
<i>- Fine-tuning of All Online Activities and Exercises</i>		
Mar to Aug 2017	<p>Fine-tuning of online activities and exercises of the modules were completed. The fine-tuned contents of the activities and exercises are ready for multimedia production.</p>	OUHK Module Development Teams

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
- Completion of half of the contents (equivalent to six study weeks) of TLPs for nine trade-specific modules, including contents and learning materials related to workplace learning	100%	
- Development of learning materials including multimedia components	100%	
- Completion of layout and presentation for each module	100%	
- Production of the multimedia components	100%	
- Development of mobile application for system integration of the learning materials and functional components	100%	
- Finalisation of layout and programming for “VPETCity”	100%	
- Post-production of multimedia components	100%	
- Fine-tuning of all online activities and exercises	100%	
- Pilot test of “VPETCity”	100%	
- Conduct of continuing professional development programmes, and workshops on mentoring and co-teaching covering innovative pedagogies to support students, teachers and workplace mentors	100%	
- Development of mentoring guides to enable peer learning between institutions’ teachers and workplace mentors, and enhancement of students’ workplace learning experiences during their workplace learning and industrial attachment	100%	
For the reporting period from Mar to Aug 2017	100%	
Overall Project	67%	
** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.		

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3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
Approval was sought for reallocating the fund for hiring student helpers to assist in converting the web-based contents and the layout of the thirteen modules into EPUB (e-book) format. <i>(Please refer to Appendix XV for the written approval.)</i>	14 Jul 2017

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	\$1,974,220.00	\$1,201,938.29	\$772,281.71
b. Equipment / facilities	\$7,670,000.00	\$2,489,346.63	\$5,180,653.37
c. Services	\$9,882,400.00	\$3,831,063.73	\$6,051,336.27
d. General expenses	\$529,960.00	\$88,602.42	\$441,357.58
e. Others	\$900,000.00	\$83,972.20	\$816,027.80
Total	\$20,956,580.00	\$7,694,923.27	\$13,261,656.73
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			\$13,261,656.73